



**GETTYSBURG BOROUGH STORM WATER AUTHORITY
(GBSWA)
April 12, 2021 MEETING MINUTES
(Conducted via Telecommunication Devices through Zoom Platform)**

PRESENT: Members of the Board: Michael S. Malewicki, Chair; John D. Lawver, Jr., Vice-Chair and Councilor; Wesley K. Heyser, Secretary and Councilor, Charles Strauss, Member; and Patrick L. Naugle, Member; **GBSWA Officials:** Charles R. Gable, Administrative Manager; Solicitor Adam D. Boyer, Barley Snyder; Borough Engineer Chad M. Clabaugh, C.S. Davidson; Director of Historic and Environmental Preservation Debra English, and Recording Secretary Karen Mesher; **Borough Staff Present:** Public Works Director Robert Harbaugh; **Others Present:** Mark Wherley, *Community Media-ACCTV* filming through Zoom Platform; **Members of the Public:** None present.

GBSWA – Call to Order

Chair Malewicki called the meeting to order at 6:01 PM via Telecommunication Devices through a Zoom Platform.

Welcome and Opening Remarks

Chair Malewicki welcomed everyone to tonight's meeting and announced that a quorum of five members was present. He said that the Authority had a full agenda to discuss tonight on a limited time frame.

Announcements

There were no announcements at this time.

Approval of Agenda and Minutes

Chair Malewicki requested a motion to accept the April 12, 2021 GBSWA Meeting Agenda as presented, the February 8 GBSWA Meeting Minutes as submitted, and to approve all bills and payroll as presented. The Authority discussed the Land Studies contract that was overseen by Board Members Chair Malewicki, Engineer Clabaugh, Director English. Member Strauss made a **motion**, and Secretary Heyser seconded. A The motion carried **5-to-0** by roll call vote without dissention.

Public Comment for Items on the Meeting Agenda

There was no public comment via Zoom at this time.

Financial Update – Gable

Administrative Manager Gable updated the Authority on the GBSWA financials for the month of March 2021 as presented in his monthly report to the Board to include invoices, checks issued by vendor name, and a brief explanation of staff salaries that is reflected in the GBSWA service agreement between the Authority and the Borough. He explained that services to the Authority by staff members: Administrative Manager Gable (8%), Director English (65%), and Finance Assistant Murdorf (35%) covers their monthly payment per their labor burden dedicated to the Authority. Chair Malewicki noted that the Authority would revisit staff labor percentages during their annual budget process in the fall. He asked that the monthly

financial report reflect GBSWA monthly bank balances, accounts receivable, bills paid, and GBSWA expenses to date.

Current and Old Business

A. Change Order for Land Studies for Additional Services Related to Interactions with NPS and Grant Assistance

Engineer Clabaugh explained the Change Order for Land Studies for Additional Services related to interactions with the grant assistance to the Board regarding the Culps Run Stream Restoration Project. He said that the original contract estimate was \$87,500 was needed to complete the project, but the change order for the NFWF Grant reflected after working with the Land Studies and the GNMP people in Boulder Colorado is \$82,500. Chair Malewicki agreed with Engineer Clabaugh the work done by Land Studies in preparing this grant from the Historical and Museum Commission was top-notch, and that they are both very knowledgeable and easy to work with during the process to obtain this grant.

Chair Malewicki called for the following **motion**:

A motion to ratify and approve the acceptance of Change Order #1 from Land Studies pursuant to the Culps Run Stream Restoration-Design and Permitting Project relating to Pennsylvania Historical and Museum Commission support and grant writing services in the amount of \$5,000.00.

Vice-Chair Lawver made a **motion**, and Member Strauss seconded. The motion carried **5-to-0** by roll call vote without dissent.

B. Status of 2021 Storm Water Fees – Issued on July 1, 2021

Director English updated the Board on the GBSWA fees assessed to date. She said that 143 bills were not paid with half of them being Quarterly Payments that are due by June 30th. She said that \$18,427 is due to the Authority, and that approximately \$1200 are currently pending processing in the latest payment batch. She said that delinquent notices will be sent after June 30th, and that new bills will be sent out after July 1st. Solicitor Boyer explained the billing process to the Board to include face value payments and lien filing. He said that the June 30th cut-off date gives recipients notice and one full year to pay their bills.

New Business

A. Emergency Repair: Storm Water Catch Basin-Washington Street Near Well Span – Harbaugh

Public Works Director updated the Authority on the emergency storm water catch basin repair on South Washington Street near Well Span Gettysburg Hospital. He said that the storm water repair was conducted between Breckenridge Street and Gettysburg Hospital in order to fix a collapsing outlet pipe and replace a port-in-place box with a new outlet box at a cost of \$3,000-\$4,000; and that costs were minimized by using an in-stock box/lid/grate from the Gettysburg Municipal Authority (GMA). Administrator Gable said that these repairs are budgeted as unexpected repair items from Capital Improvements, and Chair Malewicki noted that the Authority will use grants as much as possible to offset costs.

Public Works Director Harbaugh said that the Delap Alley Storm Drain is complete and that the pipe is working properly. He is poised to resurface the alley when feasible in May.

B. Shippensburg Physical Therapy Land Development-Storm Water Plan – *Clabaugh*

Engineer provided the Board with the Shippensburg Physical Therapy Land Development Stormwater Review letter in his report. He explained that the Borough's Planning Commission had always deferred all stormwater components to GMA. But will now defer those components to GBSWA (to include the amount of impervious area and BMP on site); and that GBSWA will make their recommendations to the Planning Commission for their land development approval. Engineer Clabaugh discussed how water will travel from the development, and how much water stormwater basins can handle (rate control to volume control). Engineer Clabaugh said that GBSWA can request that applicants attend the meeting if needed; and Solicitor Boyer said that the Authority could meet on an Ad Hoc basis to review land development plans for stormwater. Engineer Clabaugh noted that many municipalities rely on their engineers to address applicant issues and said that stormwater agreements are needed between the Borough and applicants and must go before Borough Council during the month after approval. He told the Authority that no action is needed tonight.

Staff Updates

A. Delap Alley Storm Drain Emergency Repair – *Harbaugh*

Public Works Director gave report after his Washington Street Emergency Repair report.

B. South Street Construction Project Update – *Clabaugh*

Engineer Clabaugh told the Authority that contract for the South Street Construction Project will be available this summer, and then the project would be placed for bid.

C. Culps Run Restoration Project:

i. Project Update – *Clabaugh*

Engineer Clabaugh updated the Authority, noting that a first meeting took place with the Department of Environmental Protection (DEP), and that Land Studies and the NPS have been great to work with during this process, and that all sides moving forward for permitting.

ii. NFWF Grant – *English*

Director English said that the grant application deadline is April 22, 2021; and that the final narrative, and needed matching contributions is under final review with the grant submittal. She said that she needs a match request statement from the Board, and that she is seeking a support letter from Gettysburg College. She discussed financial funding sources for this project with the Board and that any matches will be known after grant is finalized. Engineer Clabaugh discussed the local match with federal funding.

iii. Land Studies Design-Build Services – *Clabaugh*

Engineer Clabaugh said that there is a full-build design that will benefit the NFWF Grant process which could offset costs.

iv. Fill at GARA Eliminated – *Clabaugh*

Engineer Clabaugh said that the need to have a fill-site at GARA was eliminated due to practicality.

Chair Malewicki said that GBSWA is working with GMA to address the Stephens Run run-off issue.

Administrator Gable updated the Board on GBSWA Financials to date: \$334, 365 in Assigned Funds and \$298,000 in the account previously.

Public Comment for Items Not on the Agenda

There was no Public Comment at this time.

Adjournment

Chair Malewicki requested a motion to adjourn. **Motion** was made by Vice-Chair Lawver, **seconded** by Member Strauss, and Passed **5-to-0** without dissention. Meeting adjourned at 6:58 PM.

Respectfully submitted by:

Karen Mesher, Planning Management Assistant
GBSWA Recording Secretary